



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE, FMF
UNIT 35601
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FORCE ORDER P1730.3C

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR RELIGIOUS MINISTRIES
WITHIN THE III MARINE EXPEDITIONARY FORCE (III MEF)
(SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES)

Ref: (a) SECNAVINST 1730. 7A
(b) MCO 1730.6D
(c) FMFM 3-6
(d) FMFM 3-61
(e) BUPERSINST 1610.10
(f) MCO 1510.102
(g) MCO 1510.109
(h) SECNAVINST 1650.1F
(i) MCRP 6-12B
(j) Joint Pub 1-05
(k) OPNAVINST 1414.4

Encl: (1) Locator Sheet

1. Purpose. To revise the standing operating procedures for religious ministries within III MEF.

2. Cancellation. ForO P1730.3B.

3. Background. Reference (a) promulgates policy and assigns responsibility for religious ministries within the Department of the Navy. Reference (b) sets forth policies and procedures for religious ministries in the Marine Corps. References (c) and (d) set forth doctrine, procedures and policies pertaining to the commander's religious ministries program in the Fleet Marine Force (FMF). Reference (e) promulgates policy for the preparation and submission of fitness reports and evaluations for Navy personnel. References (f) and (g) set forth Individual Training Standards (ITS) for chaplains and Religious Program Specialists (RPs) assigned to the Marine Corps. Reference (h) contains specific criteria and eligibility requirements for the Fleet Marine Force Ribbon, Sea Service Deployment Ribbon and Overseas Service Ribbon. Reference (i) provides guidance and

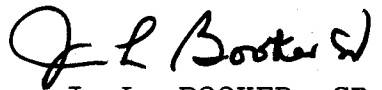
procedures for the Marine Corps' religious lay leader program. Reference (j) contains policy, procedure and doctrine relevant to ministry in joint operations. Reference (k) issues requirements for qualification and designation of enlisted personnel as Enlisted Fleet Marine Force (FMF) Warfare Specialists.

4. Policy. Religious ministry in III MEF will be conducted per the references and this SOP.

5. Procedure. This SOP contains procedures that are specific to the delivery of religious ministries within III MEF.

6. Summary of Revision. This SOP has been rewritten in its entirety and should be reviewed thoroughly.

7. Certification. Reviewed and approved this date.


J. L. BOOKER, SR.
Chief of Staff

DISTRIBUTION: LISTS I/II
Copy to: CMC (REL)
MARFORPAC (19)
I MEF Chaplain
III MEF Chaplain
All III MEF Religious Ministry Teams

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR THE RELIGIOUS
MINISTRIES WITHIN THE III MARINE EXPEDITIONARY FORCE
(III MEF) (SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES)

Location: _____

(Indicate the location(s) of the copy(ies) of this SOP.)

ENCLOSURE (1)

RECORD OF CHANGES

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SOP FOR RELIGIOUS MINISTRIES

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CHAPTER 1

MISSION AND RESPONSIBILITIES

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CHAPTER 1

MISSION AND RESPONSIBILITIES

1000. GENERAL. Per references (a) and (b), the Commanding General, III Marine Expeditionary Force (III MEF) is responsible for establishing and sustaining the Command Religious Program (CRP) within III MEF. The III MEF Chaplain is a special staff officer responsible to the Commanding General to develop and implement the CRP, and to provide professional advice and counsel on religious, spiritual, moral and ethical issues.

1001. MISSION. The mission for religious ministries in III MEF is to care for all personnel, facilitate the free exercise of religion, and to provide for the cultivation, nurture and access to religious ministry practices and customs in strengthening the spiritual lives of Marines, Sailors, and their families within III MEF.

1002. POLICY. The free exercise of religion is a First Amendment guarantee. The Department of Defense, the Department of the Navy and the United States Marine Corps place a high value on the rights of service members to practice their respective religions. In keeping with this principle, the religious ministries policy of III MEF shall be to focus attention and planning efforts on the religious needs of its people and to provide, facilitate or ensure access to services and programs to meet those needs.

1003. COMMAND RESPONSIBILITY. To carry out this policy, commanders are responsible to implement and maintain a CRP as required by references (a) and (b).

1004. CHAPLAIN RESPONSIBILITY. As indicated in references (a) through (d), chaplains are special staff officers who serve under the cognizance of the chief of staff or the executive officer with direct access to the commanding officer. The chaplain is responsible to develop and implement the CRP, and advise the commander on spiritual, moral, and ethical issues affecting the command. References (a) and (b) detail specific duties and responsibilities.

1005. ENLISTED SUPPORT PERSONNEL. Navy Religious Program Specialists (RPs) are militarily and administratively responsible to the command where they are assigned. However,

their primary duties are in support of programs of religious ministry. As stated in reference (b) and supported by reference (c), RPs work for and are responsible to the unit chaplain for all duties and watches. Per reference (c), no additional duties or watches will be assigned without the written concurrence of the chaplain.

1006. RELIGIOUS MINISTRY TEAM (RMT). The combination of a chaplain and enlisted support personnel is designated as a RMT. RMTs provide religious ministry by the chaplain conducting the ministry and the RP providing the logistical and administrative support for that ministry. All exercises and operations requiring religious ministry will be assigned the appropriate number of RMTs. The III MEF Chaplain is responsible to coordinate with the III MEF G-1 regarding the appropriate number of RMTs for exercises and operations.

1007. LAY LEADERS. Lay Leaders are volunteers who are trained to assist or provide leadership in the CRP. They will function under the supervision of the unit chaplain. In the absence of a unit chaplain, supervision will be provided by the next higher echelon chaplain or designate. Lay leaders will not be expected to serve contrary to their faith. Reference (i) provides guidance for lay leader appointment, duties, and limitations; and, sets forth command responsibilities and standards for religious lay leaders in the Marine Corps. Upon completion of Lay Leader training arranged by the unit chaplain, lay leaders are appointed, in writing, by the commanding officer for specific periods of time, normally for the duration of an operation or training exercise.

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CHAPTER 2

ORGANIZATION AND ASSIGNMENT

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CHAPTER 2

ORGANIZATION AND ASSIGNMENT

2000. III MEF CHAPLAIN. The III MEF Chaplain is the Commanding General's special staff officer for religious ministries, organizationally placed under the Chief of Staff, but having direct access to the Commanding General. Direct access to the Commanding General is retained in order to provide counsel on religious, spiritual, moral, ethical, and morale issues and concerns. Chaplains assigned as Command Chaplains to the Major Subordinate Commands (MSCs) and other MEF units will occupy a similar position within the structure of their commands. The mission of the III MEF Chaplain is to exercise primary staff cognizance over religious and moral matters within III MEF. In addition to those duties described in references (a) through (c), the following specific duties apply:

1. Initiate, implement, and coordinate religious ministry objectives within III MEF.
2. Oversee the placement of chaplains, Religious Program Specialists (RPs) and Chaplains Assistants (CAs) assigned within III MEF to ensure adequate religious ministries are provided. This will include coordinating the identification and assignment of RMT personnel to units participating in MEF level exercises and operations.
3. Oversee the religious ministries of III MEF to ensure the provision of appropriate coverage among various faith groups, drawing upon available chaplains, civilian clergy, and lay leader assets. When deployed, the III MEF Chaplain will promulgate a consolidated schedule of religious ministry opportunities.
4. Develop and publish a Religious Support Plan, as outlined in reference (d) for inclusion in operation/exercise plans.
5. Develop, implement and review annually the Cooperative Ministry Policy with the Command Chaplain, Marine Corps Base, Camp Smedley D. Butler, and monitor compliance within III MEF.
6. Coordinate with MSC chaplains regarding MEF-wide chaplain training.

7. Coordinate logistical preparations for MEF level exercises and operations.
8. Serve as the primary liaison to the MarForPac Chaplain in matters relating to religious ministry, chaplains and RPs assigned to III MEF.
9. Encourage MSC Chaplains to coordinate a mentoring process to facilitate the professional development of junior grade chaplains.
10. Coordinate with MSC and MEF unit Chaplains to interpret and advise commanding officers on fitness report preparations for Navy Chaplains assigned to III MEF.
11. Coordinate with MSC and MEF unit Chaplains to determine requirements for Reserve RMT personnel support and oversee the training and evaluation process for Reserve RMT personnel performing Annual Training (AT) in III MEF (Appendix A).
12. When directed by the Commanding General, deploy and serve as Staff Chaplain, Commander Joint Task Force Cobra Gold; Staff Chaplain, Commander U.S. Marine Forces; and/or Staff Chaplain, CTF-79/Landing Force 7th Fleet.

2001. SENIOR ENLISTED ADVISOR. In addition to those tasks directed by the III MEF Chaplain, the Senior Enlisted Advisor (SEA) will be primarily responsible for coordinating with MSC Senior RPs and advising the MEF Chaplain to ensure adequate and appropriate enlisted support is provided for all religious ministries throughout III MEF, both for in-garrison programs and for MEF level exercises and operations. The SEA is also responsible for providing leadership and guidance for matters pertaining to RPs. In addition, the SEA will:

1. Monitor Navy manpower authorizations and manning plans in relationship to Marine Table of Organizations (T/Os) and make recommendations as needed.
2. Verify manpower requirements and track incoming and outgoing personnel.
3. Consolidate and submit annual requests for reserve chaplain/RP support. Track incoming and outgoing Reserve RMT personnel.

4. Monitor MSC Semi-Annual RMT Report submissions to MARFORPAC.
5. Monitor III MEF/Marine Corps Bases Japan (MCBJ) Cooperative Ministry Policy with regard to MEF RP garrison watchstanding support of Camp Chapels and ensure compliance.
6. Coordinate and submit quota requests for Chaplain Corps Professional Development Training Workshops.
7. Act as Budget Officer for the III MEF Chaplain's Office and as Responsible Officer for verifications of the CMR.
8. Oversee and monitor MSC RP training programs and efforts to accomplish RP Individual Training Standards (ITS), RP Fleet Marine Force (FMF) Warfare Qualifications, and RP Navy-wide advancement examination preparation.
9. Provide quality assurance for chaplain and RP fitness reports and performance evaluations and liaison with Navy Personnel Command for policy clarification.
11. Consolidate and submit reports, special award nominations and other adhoc requests for information as required by the MARFORPAC Chaplain.
12. Track turn-in of serviceable religious equipment for redistribution within III MEF.

2002. CHAIN OF COORDINATION. The III MEF Chaplain will coordinate all matters pertaining to religious ministries, chaplains, Religious Program Specialists and the Chaplain Corps per the Chain of Coordination defined in MARFORPAC ltr 1730 19 of 9 Jul 97. The III MEF Chaplain's Chain of Coordination responsibilities includes the following.

1. III MEF Command Element. Includes the chaplains and RMT personnel assigned to III MEF Headquarters Group, 7th Communications Battalion, and the 31st Marine Expeditionary Unit (Special Operations Capable) (MEU SOC).
2. Major Subordinate Commands (MSCs). Includes the senior chaplains and RMT personnel of 3d Marine Division (3d MarDiv), 1st Marine Aircraft Wing (1st MAW), and the 3d Force Service Support Group (3d FSSG).

3. Unit Deployment Program (UDP) Units. Includes chaplains and RMT personnel assigned to the 31st MEU and MSCs.

4. Other Operational Units. Chaplains and RMT personnel assigned to units under the operational control of III MEF such as 3 MEB and Landing Force CARAT.

5. Assistant III MEF Chaplain, Hawaii. By letter of appointment, the senior chaplain of 3d Marine Regiment will be designated as Assistant III MEF Chaplain, Hawaii, and will carry out additional duties and responsibilities as directed by the III MEF Chaplain.

2003. RMT PERSONNEL ASSIGNMENTS. Chaplains and RPs will be assigned by Navy Personnel Command (NPC) to billets authorized to III MEF MSCs, MSEs, MHG and 31st MEU. MSC supervisory chaplains, in consultation with their respective chiefs of staff, will assign chaplains and enlisted support personnel within their units.

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CHAPTER 3

ADMINISTRATION AND COORDINATION

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CHAPTER 3

ADMINISTRATION AND COORDINATION

3000. MINISTRY SOPs. MSC and MEF command element chaplains will establish and maintain Standing Operating Procedures (SOPs) for their respective Command Religious Programs (CRPs). SOPs will address procedures for implementing ministry functions in field, combat and garrison environments.

3001. MINISTRY PLANNING AND COORDINATION. MSC and MEF command element chaplains will participate with the III MEF Chaplain in planning and coordinating conferences regarding operational ministry and religious program logistics. This is especially important prior to MEF level exercises and operations. During exercises and operations, Ministry SITREPS are due to the MEF Chaplain per the applicable Operations Order (OPORDER) and/or Exercise Plan (EXPLAN).

3002. MINISTRY IN COMBAT READINESS EVALUATION. The III MEF Chaplain will conduct an annual Ministry in Combat Readiness Evaluation for all RMT personnel within III MEF. The evaluation will be conducted in conjunction with the annual III MEF RMT field exercise or Operational Ministry Conference. The purpose of the evaluation will be to ensure that all III MEF RMT personnel are prepared and ready to perform ministry in a combat environment. The annual evaluation will reflect the spirit of the guidelines elaborated in reference (d).

3003. REPORTS

1. Fitness Reports and Evaluations. Fitness reports and evaluations will be submitted in accordance with reference (e). Reference (e) also requires midterm counseling for personnel E1-E9 and O1-O6. MSC Chaplains shall ensure compliance with reference (e) and review all evaluations and FITREPS submitted by subordinate units. All requests for policy clarification should be sent to the III MEF chaplain. The following procedures pertain within III MEF.

a. Chaplains and RPs will submit a compilation of achievements and milestones to their supervisory MSC Chaplain for inclusion into their report.

b. MSC Chaplains will prepare a draft report under the guidance of reference (e), and incorporate relevant input submitted by the chaplain or RP. The draft will then be forwarded to the reporting senior for further input.

c. The senior chaplain's primary responsibility during this phase of the process is to provide a quality assurance check on reports. The supervisory chaplain will work with subordinate commanders/commanding officers to ensure accuracy, timeliness and insight into the process that the commander may not have previously considered. Once the supervisory chaplain's administrative support section has prepared a smooth report, it will be forwarded to the reporting senior for signature.

d. Once the commander has received a signature ready report from the supervisory chaplain, he will sign as reporting senior, and obtain the chaplain's/RP's signature, including counseling on the performance marks.

e. The commander will then return the signed original of the report to the supervisory chaplain for mailing and distribution of copies per reference (e).

2. Semi-Annual RMT Report. Reporting periods for this report end on 31 March and 30 September. Reports are submitted and reviewed electronically via the MARFORPAC Chaplain's Web Page. Appendix B contains the form, instructions and procedures for preparing, reviewing and submitting the report. Individual reports should be posted to the web page no later than 5 working days after the end of the reporting period. MSC review of individual reports should be completed within 10 working days after the end of the reporting period. MEF review of individual reports will be completed within 15 days after the end of the reporting period.

3. After Action Reports. The After Action Report is a valuable tool, enhancing the provision of ministry. It provides a picture of problems and challenges faced, the action taken to address those challenges and the results. Lessons learned increases effective ministry provision. Within 30 days of completing an exercise or operation, chaplains will submit after action reports to their respective commanding officer and provide a copy to their MSC supervisory chaplain who will then forward this report to the III MEF Chaplain. The report may also be a copy of a report required by other cognizant authority. The format contained in

Appendix C is recommended. The report should not be more than two type-written pages. For those operations/exercises involving the participation of multiple chaplains, the cognizant supervisory chaplain should submit a consolidated after action report.

4. RMT Manpower Report/USMC RMT Manpower Database. All Religious Ministry Team personnel reporting to III MEF and its Major Subordinate Commands will immediately register in the USMC RMT Manpower Database via the MARFORPAC Chaplain's Web Page. Each MSC will designate an individual to maintain the RMT Manpower Database and changes will be entered into the web site as they occur. Supervisory RMT personnel will be granted access to the database by the MARFORPAC Chaplain and will be able to use the database to produce billet/body reports, social rosters, gapped billet reports, and UDP reports. The database can also be used to monitor faith group distribution, Table of Organization (T/O) Line Numbers, Billet Sequence Codes, and track incoming/outgoing personnel. Appendix D contains detailed instructions and procedures for registering, accessing and monitoring the USMC RMT Manpower Database.

5. Report of Death/Illness. Chief of Chaplains FOCUS 01/00 addresses pastoral care in the event of death or illness of a chaplain, RP, or close family member. The process for death or illness notifications is as follows: The senior MSC chaplain shall fill out the "Report of Death/Illness" form (Appendix E) and forward the form via email to The Chaplain of the Marine Corps with copy to the MARFORPAC Chaplain and III MEF Chaplain.

3004. PHOTOS AND BIOS. Within 30 days of reporting, all chaplains assigned to III MEF and its subordinate commands will submit two copies of a 5"x7" color photograph and a concise biography (2 pages maximum); one copy to the III MEF Chaplain and one copy to the MARFORPAC Force Chaplain.

3005. MENTORING PROGRAM. Per reference (b), mentoring is an aspect of training that is both professional and relational. All MSC Chaplains will ensure that a voluntary mentoring program for RMT personnel is identifiable and user friendly.

3006. SPONSOR AND INDOCTRINATION PROGRAMS. MSC supervisory chaplains shall appoint a sponsor to each incoming RMT member ordered to the command and tailor a pre-arrival, arrival, and post-arrival plan to facilitate a smooth transition and

assimilation into the command. All incoming RMT personnel will participate in the Newcomers' Orientation through the Joint Reception Center if unaccompanied or if accompanied, the Marine Corps Community Services Newcomers' Orientation. OPNAVINST 1740.3 series instruction contains a "Command Sponsor and Indoctrination Handbook" which can be used by senior MSC chaplains and assigned sponsors as a guide to assist with this process. The instruction can be accessed from the Bureau of Naval Personnel web page at www.bupers.navy.mil.

3007. RETIRING CHAPLAINS AND RPs. Chief of Chaplains FOCUS 4/98 expresses the Chief of Chaplains' desire to honor retiring chaplains and RPs with a retirement package consisting of a personal letter, laser-cut plaque, and spouse certificate of appreciation. Once a subordinate RMT member's retirement date has been approved by Navy Personnel Command, the supervisory chaplain shall fax or mail the Retiree Information Form (Appendix F) to the Chief of Chaplains.

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CHAPTER 4

LOGISTICAL REPORT

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CHAPTER 4

LOGISTICAL SUPPORT

4000. GENERAL. Per references (a) through (d), commanders and commanding officers are directly responsible for the logistical support of the Command Religious Program (CRP).

4001. APPROPRIATED FUNDS. Per references (a) through (d), commands shall provide appropriated funds for the support of religious ministries within the command. Command-appropriated fund support of religious ministries includes, but is not limited to:

1. Providing consumable supplies such as religious vestments and paraments, liturgical accoutrements, sacramental wine and breads, oil, candles, grape juice, Seder supplies, rosaries, religious medals, religious literature including materials and supplies for religious education programs, printing, transportation and military band support. Services such as cleaning of ecclesiastical robes, vestments, altar cloths, etc., shall be provided.
2. Providing non-consumable items such as equipment, furnishings, and facilities essential to religious ministries.
3. Contracting for services, retreat programs, and resource persons to lead special programs in support of the CRP.
4. Funding the training of chaplains in short-term courses or workshops (e.g., leadership courses, the Chief of Chaplains' annual Professional Development Training Courses, etc.) to fulfill military and professional requirements.
5. Funding the training of RPs in short-term courses including naval leadership courses, RP professional courses, and other courses to fulfill military and technical requirements.
6. Issuing funded temporary additional duty orders for chaplains to participate in meetings sponsored by faith groups and professional organizations, if the meetings bear a direct relationship to maintaining a faith groups' endorsement, primary military duties, and/or clearly enhances the chaplain's value to the Navy.

7. Issuing permissive temporary additional duty orders per SECNAVINST 4651.8 series instruction.

4002. COMBAT SERVICE SUPPORT. The 3d FSSG provides combat service support to III MEF units. Reference (d) contains extensive information on the policies and procedures regarding the Marine Corps supply system as it applies to the ordering of religious supplies for both in garrison and operational usage. All RMT personnel assigned III MEF should thoroughly familiarize themselves with Chapter 3 of reference (d).

4003. WAR RESERVE MATERIAL (WRM)

1. As required by references (c) and (d), all III MEF chaplains will maintain a 30-day supply of consumable and non-consumable items that are to be used only for ministry in combat operations. Reference (d) designates these supplies as the Standard MAGTF Chaplain's Combat Supply Chest (CCSC). Appendix G contains a list of standard items. It is understood that each MSC and MEF unit may have additional specific needs. The contents of the CCSC will be individually weatherproofed and stored in embark boxes.

2. The PWR section of the Material Readiness Battalion (MRB) can maintain a 60-day WRM for III MEF. The force-held requirement will be computed based on the mobilization billet strength of the MSCs and MEF units as noted in the Table of Organizations. Appendix F of reference (d) applies. The Group Chaplain will coordinate with the MRB Officer in Charge to determine WRM items and stock levels; and, on an annual basis, will conduct an inspection of any religious supplies stocked accordingly.
conduct an inspection of the religious supplies PWR program.

4004. CHAPLAIN'S KIT. The Chaplain's Kit (Combat), is fielded to various units in the MEF commands based upon authorized billets. MSC Command Chaplains and MEF unit chaplains will ensure that the receiving units maintain strict accountability for Chaplain's Kits through the quarterly validation of the Consolidated Memorandum of Receipt (CMR). Replacement items will be requisitioned through the unit supply officer.

4005. FIELD EQUIPMENT. MSC and MEF unit chaplains will establish requirements for field equipment that best reflect the needs of their religious programs. Equipment used in the

field, such as music players, recorders, tapes, etc., which do not have assigned Table of Allowable Material Control Numbers (TAMCN) should be carried on command property accounts.

4006. AUTOMATED DATA PROCESSING (ADP) EQUIPMENT. All commanders with chaplains assigned will provide necessary ADP equipment and support. All hardware will be carried on an appropriated property account. Software installed should include current word processing, graphics, presentations, spreadsheets, and local area network (LAN) and wide area network (WAN). Laptop computers and portable printers are essential for operations and exercises.

4007. PROPERTY ACCOUNTABILITY

1. Marine Corps Order P4400.150 series states that unit commanders with consumer-level supply accounts will designate in writing Responsible Officers (ROs) for the command. The RO should be an individual having administrative command and/or control over all personnel who will use assigned equipment. The MSC Chaplain, or his/her designated representative, will be assigned as RO for all accountable equipment (T/E and garrison property) under the cognizance of the MSC Chaplain's Office. ROs will ensure that proper supply management principles and procedures are applied to the administration of their accounts, and will interface exclusively with the unit supply officer in all matters pertaining to the acquisition or disposition of T/E or garrison property.

2. Excess equipment or supplies will be turned in to the unit supply officer. Prior to turn-in, serviceable religious equipment will be made available to other commands for possible redistribution. MSC and MEF unit chaplains will notify the III MEF RP prior to turning in any serviceable items.

4008. TRANSPORTATION. Transportation has a significant impact upon the ability of chaplains to accomplish their duties and responsibilities in assisting commanders to fulfill their responsibility to meet the religious, spiritual, ethical and moral needs of unit personnel. As stated in references (d) and (e), it is imperative that ground transportation be provided for chaplains, especially during training operations and exercises. Whenever physically possible, a vehicle will be dedicated for CRP requirements. The MEF chaplain will have a dedicated vehicle. Chaplains with RPs and CAs assigned will ensure their assistants are qualified to drive tactical

vehicles as well as government vehicles within 30 days of reporting aboard. Chaplains will notify their MSC Chaplain of any RPs/CAs who cannot qualify to drive vehicles.

4009. RELIGIOUS OFFERING FUND (ROF)

1. Garrison. Reference (a) and the current edition of MCO 7010.17 promulgates the policies and procedures concerning offerings taken at camps where Fleet Marine Force chaplains participate in chapel services or functions. Under the guidance of reference (b), ROFs will not be established by III MEF commands while in garrison as tenants of Marine Corps Base.

2. Operations, Exercises and Deployments. During extended operations, training exercises or deployments, commanding officers may establish ROFs per policies and procedures of reference (a), SECNAVINST 7010.6 and MCO 7010.17. However, such funds are temporary and will be disestablished at the conclusion of the evolution. Accounting and safeguarding procedures are found in SECNAVINST 7010.6.

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CHAPTER 5

TRAINING

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CHAPTER 5

TRAINING

5000. MEF CHAPLAIN'S TRAINING CONCEPT. By its very nature, III MEF, as a Marine Air-Ground task Force (MAGTF), is either involved in combat or other real world contingency operations or is in training for those operations. In like manner, III MEF Religious Ministry Program must reflect the field/combat/contingency operational nature of the Fleet Marine Force environment as well as the more routine garrison ministry. MSCs and MEF units will establish RMT training programs which, while being broad enough to address a variety of religious ministry requirements, will focus toward the field/combat/contingency areas. Reference (d) will serve as the guideline for plans for ministry in combat training.

5001. MEF CHAPLAIN'S ANNUAL TRAINING EVOLUTION. The III MEF Chaplain will sponsor an annual training evolution for all III MEF RMT personnel on Okinawa. The focus of this training evolution will be readiness for ministry in an operational environment and will include a Ministry in Combat Readiness Evaluation.

5002. PLANNING FOR TRAINING EXERCISES. The III MEF Chaplain will sponsor an information brief for MSC Command Chaplains and MEF unit chaplains to begin the planning process for all MEF level exercises. The brief will be conducted as early as possible (preferable D-Day minus 110 days) once significant details are available. The III MEF Chaplain will prepare and present a Concept for Religious Support and Training Objectives for each exercise, in consultation with the MSC Command Chaplains and participating RMT personnel. Decisions regarding faith group coverage and MAGTF Chaplain responsibilities should be made as early as possible to allow for proper planning and logistical support. MSC Command Chaplains and participating unit chaplains will prepare Religious Support Plans for their commands which reflect the III MEF Chaplain's Concept for Religious Support and Training Objectives. Follow-on meetings will be conducted as necessary to ensure optimum pre-exercise continuity, coordination, planning and preparation.

5003. TACTICAL EXERCISE CONTROL GROUP CHAPLAIN. For every major exercise involving significant III MEF participation, the III MEF Chaplain will identify and assign a chaplain to participate in the exercise planning phase conducted by the Tactical Exercise Control Group (TECG). The TECG Chaplain will help develop a control plan to facilitate the III MEF Chaplain's Concept for Religious Support and Training Objectives. Reference (d) will serve as a guideline in the preparation of notional and real world scenarios introduced to accomplish training objectives.

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APPENDIX A

RESERVIST CHECKLIST

1. Generate letter of welcome and assign sponsor.
2. Ascertain the following:
 - a. Does the reservist have the correct uniform(s)?
 - b. Does the reservist have particular expertise or interests?
 - c. What previous experience does the reservist have?
 - d. Does the reservist have a special professional agenda?
 - e. Does the reservist have an International Driving License and does his/her orders authorize a rental car?
3. Accomplish the following:
 - a. Billeting Reservation
 - b. Rental Car Reservation (if authorized)
 - c. Airport pick-up
 - d. Check-in (PSD/Unit)
 - e. Schedule of Training
 - f. Courtesy calls
 - g. Fitness Report
 - h. After Action Report
 - i. Check-out/Rental Car Return (if authorized)
 - j. Airport drop-off

4. Annual Training (AT) Sample Outline (14 day)

Day 1

Airport pick-up
Billeting check-in
Recovery time

Day 2

Official check-in (PSD/Unit, etc.)
Pick-up Rental Car (if authorized)
Orientation to office, food, laundry, transportation, etc.)
Courtesy call with MSC Chaplain
Courtesy call with CO/XO/CS as appropriate
Overview of AT with supervisor
Introduction to co-workers

Days 3-12 (to include the following)

Review and discuss pertinent directives, billet descriptions, turnover files, budgets, etc.
Call on III MEF Chaplain
Attend area wide RMT Training (if scheduled)
Participate/lead worship service(s)
Offer to conduct training in area of expertise
Purchase uniform(s)/uniform items if needed
Island tour of key USMC Headquarters and Camps
Involvement in counseling, pastoral visits/care
Training with active duty counterpart
Familiarity with computer software used in USMC
Exposure to Singles ministry
Exposure to Key Volunteer Network, Marine Corps Family Team Building, Family Readiness Officers and Marine Corps Community Service Centers on island, CACO Procedures
Command Brief/Intel Brief
NEO Training (if available)

Day 13

Receive FITREP
Submit After Action Report to Supervisory Chaplain
Complete Check-out process/Turn-in Rental Car (if authorized)

Day 14

Depart

SOP FOR RELIGIOUS MINISTRIES

APPENDIX B

SOP FOR THE USMC SEMI-ANNUAL RMT REPORT

ALL CHAPLAINS DO THE FOLLOWING:

1. Go to the RMT Report Home Page on the Internet at this URL:
<http://www.mfp.usmc.mil/mfp.nsf/pages/Chaplain+RMT>

Follow the instructions for "registering" if you have not already registered. Don't forget your password. You will have the option to choose your own password or keep the one provided.

2. Within a few days after you register, you will receive an email from the database administrator informing you that you have been approved. This email will contain a link to the RMT Report Home Page.

3. Go to the RMT Report Home Page and select "File my report in the RMT Reporting Database."

4. Once the RMT Report is on your screen, read the directions and fill out the RMT Report. (Note: At this point, you may wish to print a blank report, gather your information and go back later to fill it in). You may cut and paste your narratives from any text file. If you press the "Close" button, any information you input will be lost when you go off-line. If you accidentally press the "Close" button, press the "Back" button on your web browser. This will take you back to the report screen.

5. The following amplifying information is provided in completing the report form:

- a. "Your Commander's Expectations for the Religious Ministry Team" field is a list of goals, expectations, and/or intentions your commander/commanding officer has for the RMT. There is no prescribed format.

- b. "The Significant Accomplishments by the RMT" field is the same as the narrative section on the old form. You have

unlimited space in which to draft your narrative. Remember to include the accomplishments of your RP/CA.

c. "MCCS/MCFTB Implementation Status" field is used to include an update of White Letter -98 (Amplifying guidance on ALMAR 355/98 - Personal and Family Readiness) implementation at your command, if applicable. The Commandant is keenly interested in personal and family readiness; and, specifically, how chaplains are supporting this program.

d. The "For Reservists Only" button at the top of the screen is not for use by active duty (4105) chaplains.

e. There is a button on each screen to send email to the webmaster if you have problems, questions, or concerns with the process.

5. After you complete the RMT Report Form, press the "Submit" button which submits the report to your command chaplain. At this point, you may wish to print a hard copy of your report for your files. You may also go back to your report to edit it further until your command chaplain submits it up the chain.

ALL COMMAND CHAPLAINS DO THE FOLLOWING (in addition to above):

1. Go to the RMT Report Web Page.
2. Select, "View or approve a report in the RMT Reporting Database."
3. At this screen you can read and approve your subordinate chaplains' reports by selecting "edit" then "approve" on each report. Follow the prompts.
4. Once you have approved the reports, they will be visible to the next supervisory chaplain up the chain.
5. Only MSC chaplains are permitted to view subordinate chaplains' reports. The security of the program ensures this.

Date of Report:
10/03/2000

RMT - Semi-Annual Report

From

HELP!
Reservist:
No

All Fields marked with are required

- All Fields Marked with a Yellow , if entered, must be numeric values (no text allowed).
- If you are a Reservist, after you have entered your **required** data fields which are noted by the yellow balls (), then click the "For Reservists Only" Button Above and complete the Grey section below.

UIC	Name of Command	Assigned Unit (A.U.) Within the Command	Months Aboard A.U.	
		<input type="text"/>	<input type="text"/> #	
Chap. Billet Title	Chap. Rank	Chap. Last Name	Ch. First Name	Chap. MI
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
# Days RMT Deployed	# Days Funded TAD	# Days Permissive TAD		
<input type="text"/> #	<input type="text"/> #	<input type="text"/> #		
RP Rate	RP Last Name	RP First Name	RP MI	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Your Commander's Expectations for the Religious Ministry Team

Active Duty Population

#

Retired/Civilian Population

#

Family Member Population

#

CRP Budget Authorized

#

Significant Accomplishments by the RMT (What the RMT did the past 6 months)

MCCS/MCFTB Implementation Status:

Worship Services You Conducted: #

Total Attendance at Services: #

Worship Services You Assisted: #

Special Services/Ceremonies You Conducted:

Pastoral Calls (# Sites Visited): #

Hours/Week Admin:

#

of Lay Services Conducted:

Total Attendance at Lay Services: #

Lay Readers Appointed:

Names of Lay Services:

of Training Sessions You Conducted:

● # Trainings You Attended: #

Total Attendance at Rel. Ed. Classes:

#

#

Total Attendance at Training Sessions You

● Titles of Training You Attended:

Religious Education Classes Conducted:

Conducted: #

#

Titles of Training Sessions You Conducted:

● # Workspaces You Visited: #

Number of Persons Counseled This Period for The Following:

Religious

Relationship/Marriage

Mentoring

Suicide

Equal Opportunity

Financial

Physical/Mental Abuse

Harassment

Grief

Substance Abuse

Other

Category Names of "Other":

Average Hours Spent Counseling Per Week

SOP FOR RELIGIOUS MINISTRIES

APPENDIX C

AFTER ACTION REPORT (SAMPLE FORMAT)

5214
CHAP
Date

MEMORANDUM

From: Unit Chaplain
To: Commanding Officer
Via: Supervisory Chaplain

Subj: AFTER ACTION REPORT (EXERCISE OR OPERATION)

Ref: (a) OORDER, EXPLAN or III MEF ForO P1730.3C

Encl: (1) Supporting Documents
(2) Supporting Documents
(3) Supporting Documents

1. Background
2. Narrative Summary
3. Lessons Learned
4. Recommendations
5. Summary

SIGNATURE

Copy to:
III MEF Chaplain
MSC Supervisory Chaplain

SOP FOR RELIGIOUS MINISTRIES

APPENDIX D

SOP FOR THE USMC RMT MANPOWER REPORT

1. Report Description. The USMC Religious Ministry Team Manpower Report contains billet, body, recall, and billet status information on all chaplains and Religious Program Specialists serving in all USMC units. The report will provide users with real time manpower information and a current RMT directory for all USMC RMTs. The data is arranged by chain of command/chain of coordination. Only commands with Navy Unit Identification Codes (UIC) in the USMC Claimancy are represented. The database is accessed via the internet to a secure site physically located at Camp Smith, Hawaii. The database is maintained by the MARFORPAC G-6. The webmaster is the MARFORPAC RP.

2. Procedures. The senior RP at every USMC command having a Navy UIC will register for access to the USMC Manpower Site at: <http://www.mfp.usmc.mil/mfp.nsf/pages/Chaplain-RMT>. The senior RP will be granted access to edit their command's manpower information and will have access to view all USMC RMT manpower information. The senior RP will be responsible to keep their command's manpower information current.

a. Access the RMT Manpower Database. Open the "Admin Security Group Docs Org Chart" view. Click on the blue arrows to expand the Force and find your command.

b. Open your command's organization form. Press the edit button to type in or update the command's address information. The address information will show for all records and will not need to be input again unless the address or phone number changes. Press the "submit" button to save your changes/input.

c. Navigate to the Billet/Body view shown on the first page. Create a record for every chaplain and RP billet at your command. If you have reserve personnel that mobilize with your command, update their records as well. Continue to create, edit, or delete individual records as manpower changes occur. Click on the "help" button if you need help or contact the webmaster.

d. Follow the block by block instructions to fill out each individual record. Press the "submit" button to save your changes/input.

<u>FIELD</u>	<u>DESCRIPTION</u>
Billet I.D.	CHAP, RP, CA, CIV
Billet Title	Command Chaplain, Group Chaplain, Asst Chaplain, LCPO, LPO, Secretary, CA
T/O Number	USMC Table of Organization Number
T/O Line Number	USMC Table of Organization Line Number
DESGR/Rate	Designator and Grade for officers' billet Rate for RP billet Leave blank for civilians and CAs
Billet Status	Onboard, Prospective Gain, GAP or Deployed
BSC	Billet Sequence Code
Sub-Spec/NEC	Billet Sub-speciality code for Chaplains Billet NEC for RPs
Gap Began	Month/Day/Year billet gap began
Length Gap	Pull down menu for number of months gapped
Gap Take up Month	The date Detailer will/should fill billet
Reason for Gap	Pull down menu choices
Arrival Date	Date person checked aboard or is scheduled to report
PRD	Projected Rotation Date
EAOS	Expiration of Active Obligated Service (Enlisted personnel only)
Rank	Abbreviation of grade/rate held (LT, RP3)

Pay Grade	Individual's paygrade (O5, E6)
Member Last Name	Upper case
Member First Name	Upper case
M.I.	Middle initial in upper case
Faith Group	Upper case, standard abbreviation
Race	Upper case, standard abbreviation
Gender	Pull down menu choices
Married	Pull down menu choices
#Dependents	Includes spouse
Spouse First Name	Upper case
Member Home Address	Upper case
Member Home City	Upper case
ST	State or FPO abbreviation
Member Home Phone	10 numeric
Assigned Unit	Individual may be assigned to 3rd MARDIV UIC 67360 but working at 3/12 and therefore have a different address and phone number from the UIC address.
AU Phone DSN	Assigned unit DSN phone number
Military Internet	Official internet address

SOP FOR RELIGIOUS MINISTRIES

APPENDIX E

REPORT OF DEATH/ILLNESS FORM

DATE:

TIME:

PERSON REPORTING:

PHONE (DSN):

PERSON RECEIVING:

PHONE:

DECEDENT:

RELATIONSHIP:

DATE OF DEATH:

CAUSE:

CHAPLAIN/RP DUTY STATION:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FUNERAL SERVICE DATE:

TIME:

CHURCH/CHAPEL:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FUNERAL HOME:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FLOWERS/DONATION:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

FAX/EMAIL DATE:

TIME:

SOP FOR RELIGIOUS MINISTRIES

APPENDIX F

RETIREMENT INFORMATION FORM

RETIREE:

ACTIVE DUTY SERVICE DATE:

RETIREMENT DATE:

DUTY STATION ADDRESS:

PHONE (COMMERCIAL AND DSN):

SPOUSE:

RETIREMENT LOCATION:

CHECKLIST

____ ENGRAVING ORDER PLACED
____ RETIREMENT LETTER
____ SPOUSE LETTER (RP)
____ CERTIFICATE (CHAPLAIN)
____ SPONSOR LETTER
____ LETTER AND ENVELOPE
____ RETIREMENT PACKAGE SENT/DATE:

COMMENTS:

NOTE: PLEASE INCLUDE THE COMPLETE ADDRESS FOR RETIREES AND SPONSORS. PLEASE INCLUDE THE ACTUAL CEREMONY DATE IN THE COMMENTS SECTION.

SOP FOR RELIGIOUS MINISTRIES

APPENDIX G

MAGTF RMT
STANDARD 30 DAY COMBAT SUPPLY CHEST

<u>ITEM</u>	<u>U/I</u>	<u>NSN</u>	<u>AMOUNT</u>
Wine, Sacramental	1/5	9925-01-459-8011	3
Wine, Kosher	1/5	9925-01-465-9388	1
Grape juice	ea	9925-01-460-3850	6
Altar bread (small)	ea	9925-01-459-7998	300
Altar bread (large)	ea	9925-01-460-1088	50
Hymnal	ea	9925-01-458-6377	1
Bible, New American	ea	9925-01-353-8786	30
Bible, KJV	ea	9925-01-353-8784	30
Bible, NIV	ea	9925-01-353-8785	30
Book of Mormon	ea	9925-01-353-8790	5
Jewish Scriptures	ea	9925-01-367-4253	5
Jewish Prayer Book	ea	9925-01-367-4252	5
Yarmulke	ea	9925-01-465-9312	5
The Holy Koran	ea	9925-01-353-8791	5
Catholic Missal	ea	9925-01-354-7648	2
Rosaries	ea	9925-01-353-9310	100
Medals	ea	9925-01-460-1058	100
Cross, Protestant	ea	9925-01-460-1053	100
Candles, votive	ea	9925-01-459-4112	6
Memorial Bulletins	ea	9925-01-459-6420	200

Note: For sustainability of religious support materiel resources, the Defense Supply Center Philadelphia, Clothing and Textile Directorate, manages a variety of ecclesiastical items to support chaplains of each Service and all faiths. This system was developed in 1999 to provide ensure a seamless supply system for religious support in any area of operations and to conserve funding. This center of the Defense Logistics Agency (DLA) ships worldwide in a matter of days. Orders may be placed via the "Chaplains' Corner" web site or through the local unit supply officer. The Modified Table of Organization and Equipment (MTOE) is the authorization document for ordering equipment. The "Chaplains' Corner" web address is <http://ct.dscp.dla.mil/ctinfo/mig49>.